



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

Henry Gardner, Treasurer  
Barbara Lee for Congress  
1736 Franklin Street, #500  
Oakland, CA 94612

APR 09 2002

Identification Number: C00331769

Reference: 12 Day Pre-Primary Report (1/1/02-2/13/02)

Dear Mr. Gardner:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

- Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Please amend your report to show election cycle-to-date figures for all aggregate amounts. (2 U.S.C. §434(b))
- Schedule D of your report itemizes debts with outstanding beginning balances; however, these debts were not included on your previous report. Please refer to Section 104.11(b) of the FEC Regulations and file an amendment to your report(s).
- Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in an election cycle. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the